

# Calendar for Child Nutrition Reports 2018-2019

## MAJOR TIME FRAMES

**\*\*Dates are subject to change. Look for Commissioner's Memos for dates and additional information on each topic. Additional dates are possible.**

1. 

CLAIMS	July 2018 – June 2019
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The reimbursement claim is due (entered, submitted, and approved) in the on-line claim system by the 10<sup>th</sup> of the month. A claim must be submitted each month, even if no meals were served.

Schools that receive Fresh Fruit and Vegetable Grants (FFVP) will have a separate claim to submit by the 10<sup>th</sup> of each month.

All months school is in session, Edit Checks 1 and 2 for lunch must be documented for each school. Maintain files in the district and have available for Administrative Review.
2. 

MEAL APPLICATIONS	July 2018 – June 2019
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Meal eligibility may be carried over from the 2017-18 school year for the first 30 operational school days or until eligibility status is established is less than 30 days.

EXAMPLE: 1st Day of School August 13, 2018. Meal eligibility carry over expires September 24, 2018 (Labor Day- no school).
3. 

MEAL MODIFICATION FORMS	August 2018
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When school starts each year, review all Meal Modification Forms to determine if updates are needed. Work with the school nurse and other 504 Team Members to ensure that the student's needs are met through reasonable accommodations. Meal Modification Forms must be signed by a licensed medical practitioner and should include the dietary restriction(s) and accommodation(s) needed. Schools must provide special meals, at no extra charge, to children with a disability when the disability restricts the child's diet. See Commissioner's Memo CNU-18-025 and CNU-18-023 for more details and a sample form.
4. 

DIRECT CERTIFICATION	August and September 2018, January and March 2019
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All districts must meet the federal requirement of downloading the district's Direct Certification matches from the ADE, CNU Direct Certification Portal at least three (3) times per school year. The ADE, CNU Direct Certification Portal is updated four times per school year, usually August, September, January, and March. An email is sent to the districts' Direct Certification Contact when each update is available for the district to download.
5. 

DISTRICT ON-SITE PROGRAM REVIEWS	August 2018 – January 2019
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On-Site Reviews must be completed by February 1, in all districts and school sites where meals are served. Any Corrective Action identified in the On-Site Review must have documentation of corrections made. This record must be available for the Administrative Review.

School Districts that have an Afterschool Snack Program must complete two On-Site Reviews. The first review must be completed within the first four weeks of program operation.
6. 

OCTOBER 1 ELIGIBILITY REPORT (Cycle 2)	October 2018
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The district Cycle 2 Report is due October 15, 2018. The Cycle 2 Report submitted must match eligibility and enrollment to the Child Nutrition Master Roster as of October 1, 2018.
7. 

VERIFICATION OF ELIGIBILITY	October – November 2018
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The Verification process begins October 1. The district must verify the required sample of applications (not Direct Certified) depending on which method (Standard, Alternate 1 or 2) of the total number of approved applications on file at the end of the day on October 1, 2018 (categorically eligible lists are not to be included). It is suggested that this process be started on October 1, to allow ample time. Process must be completed by November 15, 2018.

8. 

ADMINISTRATIVE REVIEW	October 2018-April 2019
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Administrative Reviews are completed between October and April.
9. 

VERIFICATION COLLECTION REPORT	November – December 2018
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Districts must complete Verification by November 15, 2018. The Verification Collection Report must be sent to Child Nutrition Unit (CNU) no later than December 17, 2018.
10. 

SEVERE NEED	November – December 2018
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Severe Need Application will be published in a Commissioner's Memo at the end of November 2018. The Severe Need application or "District Decision to Opt Out" is due by December 7, 2018.
11. 

FRESH FRUIT AND VEGETABLE PROGRAM GRANT APPLICATIONS	February 2019
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FFVP grant applications will be published via Commissioner's Memo in February 2019. Applications will be due to CNU by mid-March 2019.
12. 

IDENTIFIED STUDENT POPULATION (ISP) REPORT	April 2019
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The March Digital Learning will include more information and guidance on completing this report. All districts are required to complete this report and submit to CNU by April 15, 2019.
13. 

AGREEMENT & POLICY STATEMENT	May 2019
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The Agreement and Policy Statement will be published via Commissioner's Memo in May 2019.
14. 

SEAMLESS SUMMER	June 2019– August 2019
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Administrative Reviews for Seamless Summer programs will be scheduled for Summer 2019. Seamless Summer Feeding Programs must have an On-Site Review completed for each summer serving site within 3 weeks of the start of the program. For Year Round Schools contact your CNU Area Specialist on how to complete these forms.
15. 

CALENDAR OF EVENTS	
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Please refer to the "Arkansas Department of Education Nutrition News," Calendar of Events for information and important dates regarding Child Nutrition Program operation.

CALENDAR OF EVENTS – SY 2018-2019
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JULY

2018

CALENDAR MONTH	JULY
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	8	9	10	11	12	13
		June claim due				
		SNA Annual Conference Las Vegas, Nevada				
		Directors Certification				
	15	16	17	18	19	20
		Directors Certification				
	22	23	24	25	26	27
		Directors Conference		Administrative Review Training		
	29	30	31	1	2	3
	5	Notes				

# AUGUST 2018

CALENDAR MONTH **AUGUST**

CALENDAR YEAR **2018**

1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	FFVP Training	Digital Learning	10	11
12	DC Match available this week	14	15	16	July claim due	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	Notes				

# SEPTEMBER 2018

CALENDAR MONTH **SEPTEMBER**

CALENDAR YEAR **2018**

1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	Digital Learning	13	14
16	Aug claim due FFVP claim due DC Match available this week	18	19	20	21	22
23	24	25	26	27	28	29
30	1	Notes Carried over meal eligibility status expires 30 operational days after the 1st day of school.				

# OCTOBER 2018

CALENDAR MONTH **OCTOBER**

CALENDAR YEAR **2018**

1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	Verification Begins	Resource Roundup	9	Digital Learning	11	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes Be on the look out the "Nutrition News" newsletter this month.				

Must verify approved free and reduced priced meal applications. Do not verify the Direct Certification, Migrant and Homeless Categorically Eligible Lists.

# NOVEMBER 2018

CALENDAR MONTH	NOVEMBER
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	Digital Learning	Resource Roundup	10
11	12	13	14	15	16	17
18	19	20	21	Verification complete	23	24
25	26	27	28	29	30	1
2	3	Notes Watch for Commission's Memo on Severe Need applications and opt out forms at the end of November.				

# DECEMBER 2018

CALENDAR MONTH	DECEMBER
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	Resource Roundup	8
9	10	11	12	Digital Learning	Severe Need App or Opt-Out Forms Due	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes Time certification completed for the first semester.				

# JANUARY 2019

CALENDAR MONTH	JANUARY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	Dec claim due FFVP claim due	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes Be on the lookout for "Nutrition News" newsletter				

FEBRUARY  
2019

CALENDAR MONTH	FEBRUARY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	Resource Roundup	
10	11	12	13	14	15	16
Jan claim due FFVP claim due				Digital Learning		
17	18	19	20	21	22	23
24	25	26	27	28	1	2
Legislative Action Conference, Washington, D.C.						
3	4	<div>Notes</div> <div>Poster Contest registration and theme information is posted. FFVP Enrollment memo posted.</div>				

MARCH  
2019

## National Nutrition Month

CALENDAR MONTH	MARCH
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
				Digital Learning	Resource Roundup	
3	4	5	6	7	8	9
	National School Breakfast Week					
10	11	12	13	14	15	16
Feb claim due FFVP claim due	DC Match available this week				FFVP School Applications due	
17	18	19	20	21	22	23
	Spring Break					
24	25	26	27	28	29	30
31	1	<b>Notes</b> Poster Contest deadline and registration is due this month. FFVP applications due Mid-March.				

APRIL  
2019

## Global Child Nutrition Month

CALENDAR MONTH	APRIL
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	Collect data for ISP Report: All districts	Resource Roundup		Digital Learning		
7	8	9	10	11	12	13
			March claim due FFVP claim due			
14	15	16	17	18	19	20
FFVP non-food supplies purchase deadline	Deadline to Submit ISP Report					
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	<b>Notes:</b> Make sure 2 Health Inspections have been completed. UCA sends out Manager Training brochure and registration information. Look for Nutrition News newsletter.				

# MAY 2019

CALENDAR MONTH	MAY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
		Resource Roundup		Digital Learning	School Lunch Hero Day	
		SNA National Child Nutrition Employee Appreciation Week				
5	6	7	8	9	10	11
					April claim due FFVP claim due	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	<b>Notes:</b> Renewal Agreements and Policy Statements due into CNU office. Time Certification completed for this semester.				

# JUNE 2019

CALENDAR MONTH	JUNE
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	May claim due FFVP claim due					
	Managers Certification Workshop, Part 1 and 2					
16	17	18	19	20	21	22
	Managers Certification Workshop, Part 1 and 2					
23	24	25	26	27	28	29
	Directors Recertification Training					
30	1	<b>Notes</b>				

# JULY 2019

CALENDAR MONTH	JULY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10	11	12	13
			June claim due			
	Directors Certification Training in Conway					
14	15	16	17	18	19	20
	SNA Annual Conference, St. Louis, MO					
	Directors Certification Training in Conway					
21	22	23	24	25	26	27
	Directors Recertification Training					
28	29	30	31	1	2	3
4	5	<b>Notes:</b> Directors Conference and Administrative Review Training are this month. Watch for Commissioner's Memo with dates and registration information.				